

# OEHE Course Registration Form

## Electrical Controls Training

April 8-10, 2014

Yukon-Kuskokwim Health Corporation

Office of Environmental Health

P.O. Box 528 Bethel, AK 99559

Phone: 907-543-6420 or 800-478-6599

Fax: 907-543-6425



Applicant's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Work Fax: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Employer: \_\_\_\_\_ Supervisor/Authority's Name: \_\_\_\_\_

### TRAINING INFORMATION:

#### DATE/TIME:

Tuesday -Thursday,

April 8-10, 2014

8am - 5pm Daily

Finishes @ 3:30 pm on the 10th

#### TRAINING LOCATION:

Yuut Elitnaurviat

610 Akiachak Drive

Bethel, AK 99559

#### LODGING LOCATION:

Yuut Elitnaurviat

### TRAINING POLICY CHANGES!

#### REFUNDABLE \$200 APPLICATION FEE

A **refundable** \$200 check will be required with each application/registration form.

- The **original** \$200 check **will be returned** to the Village Authority **ONLY** when:
  - The **trainee completes the entire training**, or
  - The Village Authority **cancels two weeks prior to the training**.
- Registration will not be confirmed until payment is received.

OEHE will only provide lodging arrangements for the noted training days.

If weather, travel arrangements, or any other conditions do not allow the trainee to leave Bethel, it will be the Village Authority or operator's responsibility to find lodging arrangements. Breakfast and lunch will be provided at the training. Dinner will not be provided.

Operator should plan to fly to Bethel on Monday, April 7th and depart in the afternoon of Thursday, April 10th. Rooms can be reserved for Thursday night if need

### CONDUCT POLICY

- Class participants are expected to act professionally and treat Yuut and OEHE staff accordingly.
- Disorderly conduct of any kind if not acceptable, this includes complaints or eviction from the Yuut training center.
- Participants will be free of alcohol and drugs during the training period, including time spent out of class.
- Class tardiness will not be permitted. We reserve the right to refuse admittance to any person not arriving to class on time. Any attendee missing **two** hours of class will not be awarded CEUs or allowed to take the certification exam.

#### VIOLATION OF CONDUCT

- If a trainee violates the conduct policy, the trainee will be immediately dismissed from the course. The village authority will be responsible for ALL fees or fines incurred during the training course. Additionally, accommodation must be reimbursed. Until OEHE is repaid, no other attendees will be accepted from your village.

**By signing this document, I understand the conditions under which the training is offered, and by my signature, I agree to the conduct policy and training policy changes.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Authority's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail completed OEHE Course Registration Form AND payment to:  
**YKHC-OEHE, PO Box 528, Bethel, AK 99559**

**Registration will not be confirmed until payment is received!**

**Registration forms must be received by March 7th, 2014**

